



Where learning's an adventure

EXPENSES POLICY

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EXPENSES POLICY

1. Introduction

The procedures outlined in the policy provide guidance for claiming reimbursement of travel, subsistence or other expenses incurred by individuals while on school business.

2. Procedure

Claims must be accompanied by a receipt, and where appropriate a VAT receipt. Mileage claims do not require a receipt unless fuel is being claimed for.

3. Out of Pocket Expenses

Claims may be made for out of pocket expenses where it is not normally possible to obtain receipts e.g. parking meters, toll charges. Congestion charges may be paid but not fines for late payment.

4. Subsistence

If you are required to travel, you are entitled to claim for the cost of meals taken en route.

If, however, you are attending a catered conference or accompanying a school trip, there is no entitlement to a subsistence allowance.

When hotel accommodation is required, this should be on a bed and breakfast basis at a hotel offering standard business facilities.

When claiming subsistence, reasonable costs of food and drink, supported by receipts or as an alternative, the scaled subsistence allowance as follows:

a) Day Subsistence Allowance (lunch) £7.00

You may claim this amount without receipt while away from home and the school, provided you are more than 5 miles away from each and absent for a period of more than 5 hours spanning the normal lunchtime.

b) Day Subsistence Allowance (lunch and dinner) - £20.00

You may claim this amount without the need for receipt while you are away from home and the school, provided you are more than 5 miles away from each and the period covers the usual lunch and dinner period.

c) Personal Incidental Expenses

You may claim incidental expenses without receipt for laundry/tea/coffee etc. provided that the total is not more than £5 per day (UK) or £10 per day (outside the UK).

5. Travel Expenses

You may claim for travel costs incurred on school business.

Staff should endeavour to use the cheapest method of travel, taking into account the time restraints

If travelling by public transport in London, there are designated School Oyster cards which can be used. If personal Oyster cards are used, claims should be accompanied by a TfL print out showing the relevant journeys.

Taxis are permitted in some circumstances

In the case of air travel, economy or standard class tickets should be used. In the case of flights over 9 hours, premium economy may be considered.

6. Car Parking

Parking costs incurred on school business may be claimed.

Parking Fines are not recoverable.

7. Telephone Calls

Telephone call costs incurred in connection with school business may be claimed. Where a phone is issued to a member of staff, all personal calls not covered by the contract must be repaid to the school.